

UNIVERSITY OF CALCUTTA



Dr. RAJGOPAL SEN
AUDIT & FINANCE OFFICER (Actg.)
UNIVERSITY OF CALCUTTA
Memo No. A/O/_____

SENATE HOUSE
87/1, College Street
Kolkata – 700073
Dated: --/--/2022

MEMORANDUM

It is notified for all concerned that last date of submission of bills (other than salary bills) for the current financial year 2021 – 2022 has been fixed on 25/02/2022. All the Heads of Departments, Faculty members and Officers are requested to comply with the same by sending the bills within this stipulated date. No bill received beyond that date can be processed for payment due to preparation of annual accounts and budget in time. Bills received beyond that date will automatically be paid out of the fund of the respective budget heads of the next financial year 2022 – 2023.

Please also note that as per central Tax Notifications and the subsequent Memorandum No. 5721 – F (Y) dt. 05/09/2018, issued by Finance Department, Govt. of West Bengal, it is mandatory on the part of the University as Deductor, viz. DDO to file TDS return pertaining to GST, within 10th of the corresponding month, failing which penal provisions would be imposed on such DDO.

Obviously, co-operation from all concerned is highly solicited in respect of submission of bills to the department of the undersigned, within stipulated date.

25/1-2022
Audit & Finance Officer (Actg.)
University of Calcutta